

**REQUEST FOR QUOTATION OR PROPOSAL (RFQ/RFP) INVITATION FOR BID
THIS IS NOT AN ORDER**

SEND BIDS TO:

**THE PUBLIC SCHOOLS OF
THE CITY OF ANN ARBOR
POST OFFICE BOX 1188
ANN ARBOR, MICHIGAN 48106
ATTN: Julianne Chard**

Page 1 of ____

BID NUMBER: 05-005-860

Show this number in left hand lower
corner of bid envelope and mark

"DO NOT OPEN IN MAIL ROOM"

We will not be responsible for lost or
misplaced envelopes that are not properly
marked

DATE OF ISSUE: April 22, 2005

**DATE/TIME OF BID OPENING: May 25, 2005
2:00 p.m.**

**PLACE: Balas I Building
Level 1 Conference Room
Ann Arbor, MI 48104
PHONE: 734-997-1879**

TO:

NOTE: FOR BID RESULTS AND AWARDS, CONTACT:

**NAME: Janis Williams
Bond Project Coordinator**

NOTICE: LATE BIDS WILL NOT BE CONSIDERED FOR AWARD

Please quote itemized prices and delivery dates. F.O.B. DESTINATION, Ann Arbor, MI. Original copy must be returned to us properly completed, duplicate to be retained for your file. The right is reserved by the Board of Education to reject any or all quotations. Unless otherwise stated, we assume you will accept an order for any item quoted. Prices must be firm for ninety (90) days from the presentation of the bid. If you are unable to perform as specified and are authorized to offer a substitute, brands must be clearly stated (please provide pictorial description of substituted items). This bid form is the ONE and ONLY form that will be accepted as valid unless otherwise indicated. **ADDITIONAL TERMS AND CONDITIONS ARE PRINTED ON THE FOLLOWING PAGE, ARE INCORPORATED BY REFERENCE INTO THIS DOCUMENT, AND SHALL APPLY TO ALL AGREEMENTS WITH THE PUBLIC SCHOOLS OF THE CITY OF ANN ARBOR. THIS RFQ, THE ATTACHED ADDITIONAL TERMS AND CONDITIONS, THE PURCHASE ORDER, THE BID SPECIFICATIONS ISSUED BY THE PUBLIC SCHOOLS OF THE CITY OF ANN ARBOR AND THE BID DOCUMENTS FROM THE BIDDER WHOSE SIGNATURE APPEARS BELOW SHALL CONSTITUTE THE ENTIRE CONTRACT BETWEEN THE PUBLIC SCHOOLS OF THE CITY OF ANN ARBOR AND THE BIDDER WITH RESPECT TO THE SUBJECT MATTER HEREOF.**

() Bid Bond Required. See Additional Terms &
Conditions.

PUBLIC SCHOOLS OF THE CITY OF ANN ARBOR

By: _____
Ms. Julianne Chard

Its: Bond Director

Brief Description of Bid Item/s and Specifications:

See attached

*****FOR BIDDER USE ONLY*****

NOTICE: Bidders are requested to answer the RFQ with either a BID or a "NO BID".

TERMS: PROMPT PAYMENT DISCOUNTS ARE ENCOURAGED.

____% discount if payment is made within ____ days after delivery and receipt of correct invoicing.

() Yes () No If your company is awarded all or part of this bid, will you extend these bid prices on the same terms and conditions to other units of government within Washtenaw County?

Signature

Name (print or type)

Title

Company or Corporation

Telephone Number

Date

() Yes () No Small Business (see definition below)

() Yes () No Minority Business (see definition below)

Definitions – The following definitions, used by the Ann Arbor Public Schools, for minority and small business, are the same as used by the State of Michigan, reference Executive Directive 1976-4.

(1) Minority Business – A Minority Business is defined as a business that is at least 51% owned by females, persons of a national origin minority group (e.g.: African-American, Alaskan, Middle Eastern, Eskimo, Hispanic, Native American), or qualified as a small business as established below.

(2)	<u>Business Category</u>	<u># of Employees</u>	<u>Annual Gross Sales</u>
	Manufacturing	75	Not to exceed \$15,000,000 over 3 years
	Service	50	Not to exceed \$3,000,000 over 3 years
	Wholesale/Retail	20	Not to exceed \$3,000,000 over 3 years
	Multiple Trade Cont.	30	Not to exceed \$6,000,000 over 3 years
	Special Trade	15	Not to exceed \$3,000,000 over 3 years
	Highway Construction	N/A	Not to exceed \$250,000 in previous year